

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD) 20050718	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial)			3. SOCIAL SECURITY NUMBER		4. POSITION TITLE AND GRADE/RATING DCMA Civilian Employee		
5. LOCATION OF PERMANENT DUTY STATION (PDS) RESIDING IN AFFECTED GULF COAST AREAS OF MISSISSIPPI; ALABAMA OR LOUISIANA				6. ORGANIZATIONAL ELEMENT Funded by: DCMA-FB		7. DUTY PHONE NUMBER (Include Area Code)	
8. TYPE OF ORDERS EVACUATION		9. TDY PURPOSE (See JTR, Appendix H) EVACUATION ORDER		10a. APPROX. NO. OF TDY DAYS (Including travel time) 34		b. PROCEED DATE (YYYYMMDD) 2005/08/28	
11. ITINERARY DEPART: Residence and/or Duty Station of: Mississippi TO: Within a 500 mile Radius RETURN: Residence and/or Duty Station of Mississippi							
12. TRANSPORTATION MODE							
a. COMMERCIAL RAIL AIR BUS SHIP				b. GOVERNMENT AIR VEHICLE SHIP		c. LOCAL TRANSPORTATION CAR RENTAL TAXI OTHER	
						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: <input checked="checked" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. <input checked="checked" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.		b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST						15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) * This is an EVACUATION ORDER; These orders are authorized to permit a radius of travel of up to 500 miles from the assigned duty station from August 28, 2005 until not later than September 30, 2005 to include mileage, lodging and per diem for member and dependents. Travel meets the criteria of the JTR. Privately-owned weapons may not be transported in conjunction with this order. Traveler is EXEMPT from mandatory use of Government issued credit card. Authorized mode of transportation is POV at the computed rate of .405 per mile, where POV is not available, reimbursement for transportation via bus or train is authorized. Reimbursement for Air is not authorized. Official phone calls are authorized. Per Diem rates are based on the locality rate published by the Per Diem, Travel and Transportation Allowance Committee. Per Diem rate for children under 12 is 50% of the meal rates. Travel voucher for all expenses relating to these travel orders must be filed with DFAS within 5 working days return to duty station. Amendments to these orders will be issued as necessary by the issuing office. SPOUSE: DEPENDENTS (name/age):							
SAMPLE							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)						21. DATE ISSUED (YYYYMMDD)	
						22. TRAVEL ORDER NUMBER	